

Article Preparation Guidelines

Before submitting an article to the journal, authors must register on the journal's website if they are registering for the first time. Registration can be completed through the following link: <https://journals.wise.edu.jo/ojs2020/index.php/meez/user/register>

The article and all required files must be submitted through the journal's website. Authors should follow the guidelines below when preparing and submitting their articles to the journal:

- The article must be written in Arabic or English using Microsoft Word and saved in .docx format. It must be formatted in a single-column layout and prepared according to the journal's approved template.
- The article must be written in clear, scholarly, and grammatically correct language and must comply with the journal's formatting guidelines.
- Authors must use Arabic numerals (1, 2, 3, ...) wherever numerical values or numbering are required.
- The journal recommends that authors use the spelling and grammar-checking tools available in Microsoft Word when preparing their articles to minimize spelling, grammatical, and formatting errors.
- The first page of the article must include the following information in both Arabic and English:
 - **Article Title:** The title must be accurate, concise, and reflective of the content of the article.
 - **Author Information:** The full name, academic rank, institutional affiliation, department, email address, and telephone number of each author, as well as the full contact address of the corresponding author.
- The second page of the article must include the title (without the authors' names), followed by an abstract in the language of the article. The abstract must be between 150 and 250 words and written in clear, concise, and scholarly language. It should include the research objectives, research problem, methodology, main findings, and recommendations. The abstract must not include references, citations, tables, or figures.
- Immediately following the abstract, a maximum of five keywords must be provided to indicate the main topic and content of the article.
- The third page must include a translated version of the title and abstract in English if the article is written in Arabic, or in Arabic if the article is written in English, following the same guidelines stated above.
- The article begins on the fourth page and must include the article title without the author's name. The main content of the article must be organized in the following order:

1. Introduction
2. Literature Review
3. Research Problem
4. Materials and Methods
5. Results and Discussion
6. References
7. Appendices

Article Format

- The article must not exceed 8,000 words or 30 pages, including figures, diagrams, tables, necessary footnotes, appendices, and references.
- The article must be divided into clearly defined and numbered main sections and subsections. Main sections should be numbered sequentially (e.g., 1, 2, 3), while subsections should follow a hierarchical numbering system (e.g., 1.1, 1.2, 1.1.1).
- Technical Specifications for Article Preparation: The article must comply with the journal's technical specifications and approved template. Each submitted article will undergo a technical check upon receipt, and any article that does not comply with these requirements will be returned to the author(s) for revision.

First: Margins	
Right: 2 cm	Left: 2 cm Bottom: 2.5 cm Top: 5 cm
Second: Font	
The Sakkal Majalla font must be used for articles written in both Arabic and English.	
A 14-point font size must be used for the main body of the article in both Arabic and English.	
Third: Main Headings and Subheadings	
Main headings	- In the English articles, main headings should be aligned with the left margin, written in bold, and set in 16-point font. - In the Arabic articles, main headings should be aligned with the right margin, written in bold, and set in 16-point font.
Subheadings	- In the English articles, subheadings should be indented 0.5 cm from the left margin, written in bold, and set in 14-point font.

	- In the Arabic articles, subheadings should be indented 0.5 cm from the left margin, written in bold, and set in 14-point font.
	In the English articles title, the first letter of each major word should be capitalized, while articles, prepositions, and conjunctions should remain lowercase, unless they appear at the beginning or end of the title.

Fourth: Paragraphs

Line spacing: Double.

First-line indent: 0.5 cm.

Fifth: Tables and Figures

All tables and figures must be clear and numbered sequentially in the order in which they appear in the body of the article. Each table and figure must be cited in the main text using its corresponding number. The following requirements apply:

- Tables: The table number and title must appear above the table, on the same line, in bold, centered on the page, and in 12-point font. The table and its title must appear on the same page.
- Figures: The figure number and title must appear directly below the figure, in bold, centered on the page, and in 12-point font. The figure and its title must appear on the same page.

Sixth: Qur'anic Verses

If Qur'anic verses are included in the article, they must be written with full diacritics and according to the Uthmani script.

Seventh: Punctuation Marks

- Punctuation marks, including commas, full stops, semicolons, question marks, and exclamation marks, must be used correctly and placed immediately after the preceding word, without a space before the punctuation mark.
- Quotation marks (“...”) must be used for quoted text, and all quotations must be properly cited.
- Parentheses (...) must be used correctly, with no space between the parentheses and the enclosed text.

Eighth: Reference List Formatting	
Reference List in Arabic: - Font: Simplified Arabic - Font size: 11.5 points - Line spacing: 1.5 Reference List in English: - Font: Times New Roman - Font size: 9.5 points - Line spacing: 1.5	
Ninth: Typing Formatting	
- Use Justified alignment to format the article text. Do not use the Enter key to manually adjust text alignment or spacing.	
- Use automatic formatting and avoid manually stretching or extending words for formatting purposes.	
- Do not use the spacebar to create alignment, indentation, or spacing for formatting purposes.	

Referencing

Authors must follow the journal’s referencing style for in-text citations and the reference list, using the American Psychological Association (APA) style, as follows:

First: Documentation within the Text

References must be cited within the text using the language of the article.

- The author’s surname and the year of publication must be included in each in-text citation, and the publication year must correspond to the year given in the reference list. For works with **three or more authors**, only the first author’s surname followed by “**et al.**” and the year of publication should be included in each citation.

Examples: (Ali, 2010), Ali (2010), (Ali et al., 2020), or Ali et al. (2020).

- Qur'anic Verses: Qur'anic verses must be reproduced in the Uthmani script, with the surah name and verse number placed in parentheses immediately after the verse. Example: (Al Imran, 46).
- Prophetic Hadiths: Prophetic hadiths must be documented by referring to the original hadith collections, specifying the name of the collection, book, chapter, and hadith number, where available.

Example: On the authority of Aisha (may Allah be pleased with her), who said: The Messenger of Allah (peace and blessings be upon him) said: "The most beloved deeds to Allah Almighty are those that are done consistently, even if they are small." (Muslim, *Sahih Muslim*, Book of Prayer for Travelers and Its Shortening, Chapter on the Virtue of Consistent Deeds, Such as Night Prayer and Other Acts, Hadith No. 218).

- Documenting Quotations: Direct quotations must be cited by including the author's surname, year of publication, and page number from the source.

Example: Abortion is defined as "the use of an artificial means that leads to the expulsion of the fetus before its due date, if it is done with the intention of causing this result" (Ubayd, 1985, p. 226).

- Documenting Legal Texts and Judicial Rulings: Legal texts and judicial rulings should be documented as follows:
 1. Legal Texts: Legal texts must be documented by citing their source.
Example: According to Article 5 of the Civil Procedure Law (1988).
 2. Judicial Decisions and Rulings: Judicial decisions and rulings must be documented by citing the ruling from its original source and using the standard abbreviation for the name of the court, together with the decision number. The date of the decision should not be included.

The following abbreviations should be used when citing courts and judicial decisions:

- Criminal Appeal: Jordanian Court of Cassation, Criminal Division.
- Civil Appeal: Jordanian Court of Cassation, Civil Division.
- Supreme Administrative Court: Jordanian Supreme Administrative Court.
- Administrative Court: Jordanian Administrative Court.
- Supreme Court of Justice: Jordanian Supreme Court of Justice.
- Constitutional/Interpretation: An interpretation decision issued by the Jordanian Constitutional Court.
- Constitutional/Judgment: A judgment issued by the Jordanian Constitutional Court.

Example: In applying this principle, the Jordanian Supreme Court of Justice ruled that "-----" (Supreme Court of Justice, No. 950/2020).

Example: The standard for initiating work on this article is (Supreme Court of Appeal, No. 950/2020).

Second: Documentation in the Reference List

The reference list at the end of the article should be arranged alphabetically by the author's surname and, where necessary, chronologically by year of publication. If the article includes references in both Arabic and English, two separate reference lists should be provided: one in Arabic and one in English. Reference entries must be formatted according to APA style, as follows:

- **Books:**

Books cited through direct quotations or paraphrasing should be documented as follows: Author's surname, first name(s), date of death (Hijri/Gregorian) in parentheses, publication year in parentheses, *book title* in italics, editor's or translator's name (if applicable), place of publication, publisher, and edition number.

Example: Al-Shahrestani, Muhammad ibn Abd al-Karim (d. 548 AH/1153 AD). (1998). *Al-Milal wa al-Nihal* (A. A. Muhanna & A. H. Faour, Eds.). Beirut: Dar al-Ma'rifah. 7th ed.

- **Regular Books:**

Author's surname, initials. (Year of publication). *Book title*. Publisher. DOI, if available.

Example: Nasr, F. (2013). *Special Penal Code: Crimes and punishments*. Modern Book Foundation.

- **Translated Books:**

Original author's surname, initials. (Year of translation). *Title* (Translator's initials. Last name, Trans.). Publisher. (Original work published Year).

Example: De Amato, A., & Fossetto, F. (2022). *Criminal law in Italy* (H. Abu Issa, Trans.). Dar Wael Publishing. (Original work published 2020).

- **Chapter in an Edited Book:**

Author's surname, initials. (Year of publication). Chapter title. In Editor's initials. Last name (Ed.), *Title of edited book* (pp. xx-xx). Publisher. DOI, if available.

Example: Amer, S. (2009). War crimes. In Sh. Atlam (Ed.), *The international criminal court: Constitutional and legislative harmonisations* (pp. 101-143). International Committee of the Red Cross Publications.

- **Journal Articles:**

Author's surname, initials. (Year of publication). Title of the article. *Journal Name*, volume number (issue number), page range. DOI, if available.

Example: Al-Rababa'ah, A. A. (2021). Effective student leadership and its impact on student activities and ways to develop them. *Al-Meezan Journal for Islamic and Legal Studies*, 21(2), 212–225.

- **Conference or Symposium Papers:**

Author's surname, initials. (Year, Month, Day). *Title of the paper* [Type of presentation]. Name of the conference, Location. URL, if available.

Example: Saleh, N. (2003). *The reality of computer crimes in Jordanian legislation* [Research paper]. Conference on Law, Computers, and the Internet, United Arab Emirates University.

- **Master's or Doctoral Theses and Dissertations:**

Author's surname, initials. (Year of publication). *Title of thesis or dissertation* [Master's thesis/Doctoral dissertation, Name of University]. Country.

Example: Ahmed, F. (2011). *The subjectivity of criminal law* [Doctoral dissertation, Alexandria University]. Egypt.

- **Legal Decisions and Judicial Rulings:**

Name of court, decision or ruling number, date of issuance, and source of publication.

Example: Jordanian Court of Cassation, Decision No. 950/2004 (October 6, 2004). Qistas Publications.

- **Newspaper Articles:**

Author's surname, initials. (Year, Month Day). Title of the article. *Newspaper Name*. Page number. URL, if available.

Example: Al-Bunduqji, M. (2014, January 9). Justifications for the law and legislative drafting. *Al-Rai Jordanian Newspaper*, p. 13.

- **Web Pages:**

Author's surname, initials. (Year of publication). *Title of the webpage*. Website Name. URL.

If the webpage is likely to change over time and an access date is required:

Author's surname, initials. (Year of publication). *Title of the webpage*. Website Name.
Retrieved Month, Day, Year, from URL.