



University of Tabuk

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Author Technical Submission Guidelines



Edition 2026



This guide is addressed to all researchers
submitting manuscripts for publication in the Journal.



Full compliance with all specifications contained herein
is required prior to submission, as technical conformance
is a prerequisite for acceptance at the preliminary
screening stage.



Edition
2026



Section One – Preparing the Page and File Structure

1-1 Page Setup



Element	Specifications
Paper Size	A4
Margins	2.5 cm on all sides
Layout	Single column
Page Numbering	Bottom center of the page using Arabic numerals (1, 2, 3, ...) in Submission File only , and without page numbers in the Final Version File .
Text Alignment	Fully justified
Line Spacing	1.0 for Arabic text, and 1.15 for English text

1-2 File Naming



The author must upload the research file in (.docx) format with the file names specified below:

File Naming Convention

1 Submission File (for peer review):



utjhss_reseach_2026.docx

2 Final Accepted File (for publication):



utjhss_last name_first name.docx



Incorrect example:
my paper_final.docx

Note:

The file name must be in English, follow the approved naming convention, and must not include any other expressions such as: final, version, revised, review, or similar terms.





Section Two — Approved Typefaces

2-1 Official Journal Typefaces

Language	Usage	Typeface
Arabic	Main and sub-headings	Arial Bold
Arabic	Body text, tables, and appendices	Traditional Arabic
Arabic	Quranic verses	KFGQPC Uthmanic Script HAFS
English	Main and sub-headings	Arial Bold
English	Body text, tables, and references	Times New Roman

2-2 Mandatory Typeface Requirements

Adherence to the Journal's official template and the formatting requirements contained therein is a prerequisite for acceptance at the technical preliminary screening stage. Accordingly, the use of any unapproved typefaces or formatting styles is prohibited, as is any modification of the template or substitution of typefaces resulting from copy-pasting from external sources.

Illustrative Example – Typeface Compliance

- ✓ **Correct:** Arial Bold, 14 pt — for the manuscript title.
- ✓ **Correct:** Traditional Arabic, 12 pt — for Arabic manuscript body text.
- ✗ **Incorrect:** Use of Simplified Arabic or DecoType Naskh in the body text.
- ✗ **Incorrect:** Use of Calibri or Tahoma in headings or body text.



Section Three — Font Sizes by Element

3-1 Main Manuscript Title

Element	Specification
Tt Typeface	Arial Bold (Arabic and English)
aA Size	14 pt
≡ Alignment	Centred
↕ Line Spacing	1.15

Illustrative Example – Manuscript Title

Arabic title (Arial Bold, 14 pt, Centre):

فاعلية برنامج إرشادي في تنمية مهارات التفكير الناقد
لدى طلاب التربية الخاصة

English title (Arial Bold, 14 pt, Centre):

**The Effectiveness of a Counseling Program in
Developing Critical Thinking Skills among
Students with Special Needs**



Section Three — Font Sizes by Element

3-2 Author Names and Institutional Affiliations

Element	Specification
Author name (Arabic)	Traditional Arabic Bold – 12 pt
Author name (English)	Times New Roman Bold – 11 pt
Institutional affiliation (Arabic)	Traditional Arabic – 11 pt
Institutional affiliation (English)	Times New Roman – 10 pt
Email address and ORCID iD	Times New Roman – 10 pt

Illustrative Example – Author Information Block

Traditional Arabic Bold, 12 pt →	محمد عبدالله السالم
Traditional Arabic, 11 pt →	أستاذ مشارك، قسم التربية الخاصة، جامعة تبوك
Times New Roman Bold, 11 pt →	Mohammed A. Al-Salem
Times New Roman, 10 pt →	Associate Professor, Department of Special Education
Times New Roman, 10 pt →	m.alsalem@ut.edu.sa ORCID: 0000-0002-1234-5678

3-3 Abstract and Keywords

Element	Specification
Arabic abstract heading	Arial Bold – 12 pt «مستخلص البحث»
Arabic abstract body	Traditional Arabic – 12 pt
English abstract heading	Arial Bold – 12 pt «ABSTRACT»
English abstract body	Times New Roman – 10 pt
Arabic keywords label	Traditional Arabic Bold – 11 pt
English Keywords label	Times New Roman Bold – 10 pt
Abstract word count	200 words per abstract
Keywords	3 – 6 keywords

3-4 Section Headings within the Manuscript

Element	Level
Heading 1 – Main headings	Arial Bold – 14 pt Right-aligned
Heading 2 – Sub-headings	Arial Bold – 12 pt Right-aligned
Heading 3 – Secondary sub-headings	Arial Bold Italic – 11 pt Right-aligned

Illustrative Example – Heading Hierarchy

Arial Bold, 14 pt →	أولاً: الإطار النظري
Arial Bold, 12 pt →	١-١ مفهوم التعلم الإلكتروني
Arial Bold Italic, 11 pt →	١-١-١ مكونات البيئة التعليمية

◆ Illustrative Example – Heading Hierarchy

First: Theoretical Framework

← Arial Bold 14 pt (Heading 1)

1-1 The Concept of E-Learning

← Arial Bold 12 pt (Heading 2)

1-1-1 *Components of the Learning Environment*

← Arial Bold Italic 11 pt (Heading 3)

3-5 Manuscript Body Text

Element	Approved Specification
ا ب Arabic body text	Traditional Arabic – 12 pt
📖 Quranic verses	KFGQPC Uthmanic Script HAFS – 14 pt
Aa English body text	Times New Roman – 11 pt
≡ Alignment	Full justification (Justify)
↕ Line spacing	Single (1.0) for Arabic; 1.15 for English
↔ Text direction	Right-to-Left (RTL) for all Arabic sections
¶ Inter-paragraph spacing	0 pt before and 0 pt after each paragraph (no additional spacing between paragraphs)



Section Four — Tables, Figures, and Images

4-1 Table Formatting

Element	Approved Specification
📄 Table caption	Arial Bold – 11 pt Above the table Right-aligned
1 2 3 Table numbering	Table (1), Table (2), ...
📊 Table header row	Arial Bold – 11 pt Coloured background
ا ب Table content (Arabic)	Traditional Arabic – 10 pt
Aa Table content (English)	Times New Roman – 10 pt
📝 Table notes	Traditional Arabic – 10 pt Below the table

◆ Illustrative Example – Table Layout

Table (1): Distribution of study sample by gender ← Arial Bold 11 pt / Right-aligned

Gender	Count	Percentage
Male	85	56.3%
Female	66	43.7%

Note: Data were collected during the first semester 2024/2025. ← 10 pt

4-2 Figures and Images

Element	Approved Specification
 Figure caption	Traditional Arabic Bold – 11 pt Below the figure Centred
 Figure numbering	Figure (1), Figure (2), ... (numbered independently of tables)
 Image resolution	Minimum 300 DPI
 File format	PNG or TIFF embedded within the Word (.docx) file
 Formatting	No external border around the image



Section Five — Reference List and In-Text Citations

5-1 Reference List Specifications

Element	Approved Specification
 Arabic references	Traditional Arabic – 11 pt
 English references	Times New Roman – 10 pt
 Alignment	Right-aligned for Arabic Left-aligned for English
 Ordering	Alphabetically, in separate lists: Arabic first, then English, then romanised Arabic references (if applicable)
 Citation and reference style	American Psychological Association (APA), 7th Edition — for both in-text citations and the reference list

5-2 APA 7th Edition Reference Examples

Illustrative Example – (a) Book

Arabic: الزيـات، فتحي مصطفى. (2020). صعـويات التـعلم: الأسـس النظريـة والتشخيصيـة والعلاجيـة. دار النـشر للجامعات.

English: Brown, H. D. (2007). *Principles of language learning and teaching* (5th ed.). Pearson Longman.

Illustrative Example – (b) Journal Article

Arabic: Family Name, First Name. (Year). Article title. *Journal Name*, Volume(Issue), Pages. <https://doi.org/xxxxx>
الأحمدي، سارة عبدالعزيز. (2023). أثر التعلم التعاوني في تنمية مهارات الكتابة. مجلة تريويات، 15(2)، 67–45. <https://doi.org/xxxxx>

English: Author, A. A., & Author, B. B. (Year). Title of the article. *Journal Title*, Volume(Issue), xx–xx. <https://doi.org/xxxxx>
Smith, J., & Jones, M. (2022). Self-regulation strategies in L2 writing. *Journal of Second Language Writing*, 58, 100–118. <https://doi.org/xxxxx>

Illustrative Example – (c) In-Text Citations

Single author (parenthetical):	(Al-Ahmadi, 2023)
Single author (narrative):	Al-Ahmadi (2023) indicated that ...
Two authors:	(Smith & Jones, 2022)
Three or more authors — used from the first citation per APA 7:	Arabic: (الزيات وآخرون) English: (Brown et al., 2007)
Direct quotation — single page:	(Smith & Jones, 2022, p. 45)
Direct quotation — page range:	(Smith & Jones, 2022, pp. 45–47)



Section Six — Footnotes

6-1 Footnotes

Element	Approved Specification
أب Footnote text (Arabic)	Traditional Arabic – 10 pt
Aa Footnote text (English)	Times New Roman – 8 pt
1 2 3 Numbering	Arabic numerals — continuous automatic numbering in the submission copy only; footnotes must not be numbered in the final publication copy
⋮ Permitted use	Strictly for essential explanatory or clarificatory remarks unsuitable for inclusion in the main text
! Important notice	Footnotes must not be used as a substitute for the reference list

Illustrative Example – Footnote

In-text marker:	... The study was conducted in the context of distance learning. ¹ ...
Footnote:	¹ The term "distance learning" in this study refers to the use of digital platforms approved by Saudi universities during the period 2020–2022.
Formatting:	Traditional Arabic, 10 pt, Full justification (Justify), RTL



Note: Footnotes are used solely for explanatory or interpretive purposes and should be kept to a minimum. They must not be used to document scholarly references, which must be cited in-text and listed in the reference list in accordance with APA (7th Edition).



Section Seven — Manuscript Length and Methodological Structure

7-1 Quantitative Limits

Element	Approved Specification
 Total word count	Manuscripts must be between 5,000 and 10,000 words, calculated across the entire manuscript content — including abstracts, body text, tables, figures, reference list, and appendices (if any). Author names and institutional affiliations are excluded from the total word count.
 Abstract length	Two abstracts must be provided (Arabic and English), each not exceeding 200 words
 Keywords	3 to 6 keywords reflecting the subject and scholarly domain of the manuscript, in both Arabic and English
 Tables and figures	As appropriate to the nature of the research

7-2 Approved Methodological Structures

Research Type	Approved Structure
 Quantitative and qualitative studies in social and educational sciences	Full methodological structure (IMRAD)
 Arabic language, linguistics, literature, and literary criticism	Analytical structure
 Islamic studies	Sections, sub-sections, and conclusion structure
 Historical and legal studies	Flexible structure according to the nature of the research
 English language (linguistics, literature, translation)	Methodological or analytical structure depending on the nature of the study

◆ Important Notice to Researchers



The internal structure of a scholarly manuscript varies according to the discipline and research methodology employed.

Authors are afforded the discretion to select the methodological organisation most appropriate to their discipline, in accordance with established scholarly conventions.

The Journal reserves the right to assess the adequacy of the methodological structure and scholarly organisation of each manuscript through the responsible editorial board member, who undertakes the preliminary scholarly screening prior to peer-review referral and may recommend restructuring or methodological supplementation whenever scholarly standards so require.



Section Eight — Common Errors Warranting Preliminary Rejection

Common Error	Action
 Failure to use the Journal's official template	Returned for technical completion
Aa Use of typefaces or font sizes not conforming to approved specifications	Returned for technical completion
EN Absence of English-language abstract or keywords	Returned for technical completion
APA Non-compliance with APA 7th Edition documentation style	Returned for technical completion
 Tables or figures lacking sequential numbers or descriptive captions	Returned for technical completion
W Exceeding the maximum or falling below the minimum approved word count	Returned for technical completion
 Submission in PDF or any non-editable format instead of DOCX	Returned for technical completion
 Inclusion of author names or any identifying information in the peer-review file	Returned for technical completion
 Author metadata not removed from file properties or manuscript content	Returned for technical completion
 Plagiarism rate exceeds the Journal's threshold or publication ethics violations are detected	Preliminary rejection
 Manuscript topic falls outside the Journal's scope	Preliminary rejection
 Failure to meet academic qualification requirements or basic Journal publication policies	Preliminary rejection

◆ Important Notice — Preliminary Technical Screening



- ◆ All manuscripts submitted to the Journal are subject to a preliminary technical screening to verify compliance with publication requirements and approved technical specifications, including adherence to the official template, formatting requirements, documentation style, and completeness of the manuscript's scholarly components.
- ◆ Should any technical observations or deficiencies be identified, the manuscript will be returned to the author on one occasion only to address the required observations and resubmit the revised version within the period stipulated by the Journal.
- ◆ The author is expected to address all observations fully and accurately within the single revision opportunity granted, as no additional rounds of technical review are permitted prior to peer-review referral.
- ◆ If the manuscript is not resubmitted within the stipulated period, or if the required observations are not fully addressed, or if technical or formatting violations persist in the revised version, the manuscript file will be closed and excluded from publication proceedings without referral to the responsible editorial board member or peer reviewers.
- ◆ In such cases, the author may resubmit the manuscript in the future as a new submission, after fulfilling all approved publication requirements, without any priority or exemption in screening or review procedures by virtue of the previous submission.



Section Nine — Pre-Submission Checklist

Please confirm that all of the following requirements have been met before submitting the manuscript to the Journal:

- ☐ The manuscript has been prepared using the official template of the University of Tabuk Journal for Humanities and Social Sciences (UTJHSS).
- ☐ The manuscript title has been provided in both Arabic and English in accordance with the approved formatting.
- ☐ Author information has been completed (name, institutional affiliation, email address, and **ORCID iD**).
- ☐ Two abstracts (Arabic and English) have been included within the approved word-count limits.
- ☐ Keywords have been listed in both Arabic and English (3 to 6 keywords).
- ☐ The approved typefaces, font sizes, and formatting specified in the Author Guidelines and official template have been followed throughout.
- ☐ All tables have been sequentially numbered and provided with descriptive captions.
- ☐ All figures and images have been sequentially numbered and provided with descriptive captions, with figure numbering independent of table numbering.
- ☐ All references and in-text citations have been documented in accordance with the American Psychological Association (**APA 7th Edition** style).
- ☐ The reference list has been ordered per Journal requirements, and all references correspond to citations appearing in the manuscript body.
- ☐ The manuscript has been prepared in **.docx** format, on A4 paper size, and in accordance with the approved page settings.
- ☐ The peer-review file has been verified to be free of author names or any direct or indirect identifying information, ensuring compliance with **Double-Blind Review**.
- ☐ The manuscript word count falls within the Journal's approved range of **5,000 to 10,000** words, including abstracts, tables, figures, reference list, and appendices (if any).
- ☐ The manuscript has been proofread and is free of linguistic, spelling, and grammatical errors.
- ☐ The manuscript has not been previously published or submitted for publication elsewhere, and is not currently under review or in publication proceedings at any other journal or scholarly entity.



Contact & Inquiries



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