

## **D - The Organizational and Technical Specifications of the Printing of the Scientific Journal**

After being accepted for publishing in the JAMMC, the research is re-sent to the researcher via e-mail using one of the word -processing software (Microsoft word), in accordance with the following specifications:

1. Font: (Times New Roman).
2. Distance: the distance between the lines (1.5) cm.
3. Headings' Sizes: Research Title: (20pt.bold); Main Titles: (16pt.bold); Sub-titles (14pt.) and the normal text 12pt.
4. All the main titles of the research are to be written separately at the beginning of the lines; as for the Sub-titles, they are to be written separately and to the right; as for the secondary titles, they are to be written at the beginning of the paragraphs. None of the titles should be underlined. Always, the subtitles and secondary titles are to be serially numbered.
5. All the tables and figures are to be printed within the text body, and they have to be numbered serially; and each one of them should have its own title that is to be placed two lines above the table (or figure). No figure or table should take up more than one page size specified for the research.
6. All research pages should be numbered, including those that contain tables or graphics.

7. Each research should not exceed the allocated number of pages (25) pages, including forms and diagrams (if any), and tables and references.

8. All References that are indicated within the research text, are to be of the family name of author with the year of publication (in brackets); And all references are to be mentioned under the title "References" at the end of the search in the following manner:

A - Research published in periodicals (journals):

The full name of the author beginning with the family name, the date of publication of research in brackets, the full title of the research in quotation marks, Journal Name printed in italics and underlined, volume number, issue number, page numbers. Example:

Alatar, Jamal, (2010). "Factors influencing voluntary and involuntary labor turnover: Views of managers in Qatari industrial sector", *International Journal of Business and Public Administration (IJBPA)*, Vol. 4, No. 1. PP.430-436.

Aljmiei, Fouad Mohammed (1989) "the reasons for the inability of the national work force and treatment methods in the Gulf states," *The Arab Journal of Management*, 13, p 1, 87 - 133.

B - Books

The full name of the author beginning with the family name, the date of publication of the book in brackets, the full title of the book in quotation marks in italics and underlined text, place of publication and publisher. Example:

Hogge, R. and Craig, A. (1971), Introduction to Mathematical Statistics. New York: MacMillan Company.

Imitator, Ismail Sabri, (1985), "international political relations," Kuwait: Dar publications, strings.