

Publication Guidelines And Regulations

Definitions

1. Umm Al-Qura University magazines are refereed scientific periodicals that aim at providing scholars in different fields of knowledge an opportunity to publish their products. The “Journal of Islamic Knowledge (Shari’a) and the Arabic Language and Literature” is one of them.

2. The journal is published triple a year, each four months.

3 The following can be published in the magazines:

- a. Unpublished original scientific research. which has not been, submitted anywhere else for publication.
- b. Translations of serious scientific research
- c. Study and authentication (editing) of manuscripts of Islamic heritage.
- d. Reviews and introductions of books.
- e. Reports on conferences, forums and other related scientific activities.
- f Final reports about the scientific research financed by the university or others.

g Summaries of outstanding university theses.

4. Works related to items (1,2,3) should not exceed 50 pages and works mentioned in (4,5,6,7) should not be more than 10 pages.

5. Arrangement of the topics is subject to technical factors.

6. The materials published in the university publications represent the views of their authors.

Responsibilities of the researcher and his rights

1. A researcher should submit his research in 4 hard copies using IBM compatible computer technology (MS Word 4 or later). It had better be in conformity with the following: Printing area “12.5 cm 18.7 cm”, point size 14 points for the text, 12 points for footnotes and references, and the titles should be 18-24 points. Double spaced lines should be used.

2. Appropriate Arabic and English summaries (not exceeding 200 words each) should be submitted.

3. A summary of CV to be submitted in a separate sheet.

4. Drawing originals drawn on paper using black Chinese.

5. For documentation purposes, only one of the acceptable reference styles with a single continuous reference number should be used throughout the paper

6. References should be registered at the end of the research. They should be arranged alphabetically with the researcher’s family name followed by first names or their abbreviations, book title in brackets or in italics or underlined.

7. A researcher, a translator, an editor, an author of a discussion paper, a review, a report, or a university thesis summary will be provided with 20 copies of his work and one copy of the publication in which the work has appeared.

Distribution of the Journal and Correspondence

a. The journal is sold for 20.00 Saudi Riyals or US\$40.00.

b. Annual subscription fee is 120.00 Saudi Riyals or US\$60.0.

c. Requests for exchange and gifts should be addressed to the Deanship of Library Affairs, Umm Al-Qura University, P.O. Box No. 715, Makkah, Saudi Arabia.

d. All correspondence, subscription and purchasing applications should be addressed to the Chief Editor at: Umm al-Qura University Magazine (Journal of Islamic Knowledge (Shari’a) and the Arabic Language and Literature), Umm al-Qura University, P. O. Box No. 715, Makkah, Saudi Arabia.

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