



University of Kurdistan Hewlêr

Promoting the Kurdistan Region through academic excellence

Guidance for Authors Preparing Manuscripts for UKH journals

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Objectives: To provide guidance for UKH research and teaching staff and students in the preparation of their manuscripts before submitting to the UKH journals

MANUSCRIPT PREPARATION

Preliminary submission:

The manuscript needs to be prepared electronically in a Word (.doc, .docx, .rtf), then sent via the online submission system after registration. The Word (.doc, .docx, .rtf) file format is of one column double-spaced page, Times New Roman font type, and 12 p font size. Do not type authors names and affiliations for the sake of blind peer review. The main title font size is 24 p. The submission should be in the English language. Referencing and Citation must be according to APA style. Click here to download the stage-one manuscript template:

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Final Submission:

After manuscript acceptance, the author is obligated to submit the final version of the accepted manuscript formatted into UKHJSS special layout (stage-two manuscript template). The accepted manuscript that do not conform to the guidelines will not be considered for publication. Click here to download stage-two manuscript template.

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Units of Measurement:

Units of measurement should be presented simply and concisely using System International (SI) units.

Abstract:

The manuscript should contain an abstract. The abstract should be self-contained and citation-free and should not exceed 200 words.

Introduction:

This section should be succinct, with no subheadings.

Materials and Methods:

This part should contain sufficient detail so that all procedures can be repeated. It can be divided into subsections if several methods are described.

Results and Discussion:

This section may each be divided by subheadings or may be combined.

Conclusions:

This should clearly explain the main conclusions of the work highlighting its importance and relevance.

Acknowledgements:

All acknowledgments (if any) should be included at the very end of the paper before the references and may include supporting grants, presentations, and so forth.

References:

References must be included in the manuscript and authors are responsible for the accuracy of references. Manuscripts without them will be returned. UKHJSS is following APA System of Referencing.

Author Biography:

Authors now have the option to publish a biography together with the paper, with information such as MD/PhD degree, past and present positions, research interests, awards, etc. This increases the profile of the authors and is well received by international readers. See samples of author biography in previous UKJSS publications. The corresponding author should give the biography of all manuscript authors during registration.

Preparation of Figures:

Upon submission of an article, authors are supposed to include all figures and tables in the file of the manuscript. Figures should be supplied as a bitmap formats (TIF, GIF, JPEG, etc.). Bitmap images should be of 300 dpi resolution at least unless the resolution is intentionally set to a lower level for scientific reasons. If a bitmap image has labels, the image and labels should be embedded in separate layers.

Preparation of Tables:

Tables should be cited consecutively in the text. Every table must have a descriptive title and if numerical measurements are given, the units should be included in the column heading. Vertical rules should not be used.

Equations:

Equations should be numbered consecutively.

English Grammar:

To save the time of our reviewers, authors are encouraged to use grammar check software or find the help of a native speaker to proofread the manuscript before submission.

Original Contribution:

The originality of the scientific contribution should be clearly stated in the manuscript.

Plagiarism:

We use plagiarism detection. According to Oxford on-line dictionary, Plagiarism means: The practice of taking someone else's work or ideas and passing them off as one's own. For more information about plagiarism, type of plagiarism and what constitutes plagiarism, kindly see the Koya University Referencing System. The Editorial Board of UKHJSS journal will check any case of plagiarism on its own merits. If the plagiarism is detected, either by the editor or peer reviewer at any stage before publication of the manuscript - before or after acceptance, during

editing or at page proof stage, we will alert the author(s), asking him/her to either rewrite the text or quote the text exactly and to cite the original text. If at least 15% of the original submission is plagiarised, UKHJSS has the right to reject the manuscript.

Effective Writing:

Effective writing is readable — that is, clear, accurate, and concise. When you are writing a paper, try to get your ideas across in such a way that the audience will understand them effortlessly, unambiguously, and rapidly. To this end, strive to write in a straightforward way. There is no need to write about science in unusual, complicated, or overly formal ways in an effort to "sound scientific" or to impress your audience. If you can tell a friend about your work, you are off to a good start. (see more on this topic at nature.com).

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